



# TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

## Town Administrator Report

### October 23, 2023 Select Board Meeting

**Information regarding Meeting Access, Meeting Materials, Public Comment, Nonpublic Session, and Special Accommodations can be found in the Visitor Orientation section located at the end of this report.**

1. Call to Order
  - A. Roll Call Attendance
2. Pledge of Allegiance
3. Agenda Review and Approval – **Vote**  
[October 23, 2023 Select Board Agenda](#)
  - A. Select Board/Town Administrator  
***Make a motion to approve the October 23, 2023 agenda [as amended].***
4. Public Comment (see Visitor Orientation below)
5. Public Hearings and Invited Guests
  - A. School Board Liaison Report
    - i. The School Board will collectively serve as liaisons on a rotating and as-needed basis. At each meeting they will be invited to discuss topics of their choice with the Select Board.
  - B. 2024 Budget Presentation – Fire/EMS/Cemeteries
    - i. Presented by Richard Walker Jr., Fire Chief
      1. Electronic Budget Binder: [www.barrington.nh.gov/2024budget](http://www.barrington.nh.gov/2024budget)
        - a. [Fire/EMS/Cemeteries – Section 12](#)
      - ii. See attached, [Advisory Budget Committee Minutes 20231017](#)
      - iii. Advisory Budget Committee Review and Comment
        1. The Advisory Budget Committee is asked to review and comment on the budget as presented.
      - iv. Select Board Review and Comment
        1. The Select Board is asked to review and comment on the budget as presented.
    - C. 2024 Budget Presentation – Police
      - i. Presented by George Joy, Police Chief
        1. Electronic Budget Binder: [www.barrington.nh.gov/2024budget](http://www.barrington.nh.gov/2024budget)
          - a. [Police – Section 13](#)
        - ii. See attached, [Advisory Budget Committee Minutes 20231017](#)
        - iii. Warrant Article Request Additional Details
          1. Police Equipment Capital Reserve
            - a. See attached, [Police Equipment Capital Reserve Narrative 20221012](#)
              - i. See attached, [Barrington Police Equipment Replacement Schedule 20221012](#)



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iv. Advisory Budget Committee Review and Comment

1. The Advisory Budget Committee is asked to review and comment on the budget as presented.

v. Select Board Review and Comment

1. The Select Board is asked to review and comment on the budget as presented.

D. 2024 Public Safety Building Renovation/Addition Design Engineering Warrant Article Request –

**Vote**

- i. See attached, [Final Report - Feasibility Study Amended -JWB Oct. 2022](#)
- ii. The Police and Fire Chief's will make brief presentation about the plan for a renovation/addition at the Public Safety Building. In advance of a warrant article funding the design phase at the March 2024 Town Meeting, we would like to advertise a Request for Proposals (RFP) for the design services. Undergoing this process now will allow us to proceed immediately should voters approve funding in the warrant article.

***Make a motion to authorize the preparation of a Request for Proposals for design services at the Public Safety Building.***

6. Consent Agenda (requires unanimous approval) – **Vote**

***Make a motion to approve the October 23, 2023 consent agenda (A-B) as presented.***

A. Previously Submitted/Signed Requests for Signature

- i. Broadband Matching Grant Initiative Fund Application

***Make a motion to authorize and sign the above-referenced documents (i).***

B. New Requests for Signature

- i. Accounts Payable Manifest 2023-243
- ii. Payroll Manifest 2023-142
- iii. Notice of Intent to Cut Wood or Timber – Map 222, Lot 12 & Map 236, Lots 2, 3, & 6
- iv. Oath of Office – Library Trustee Alternate – Ezra Hodgson
- v. Oath of Office – Local River Advisory Committee – Anne Melvin
- vi. Oath of Office – Sally Varney – Trustee of Trust Funds

***Make a motion to authorize and sign the above-referenced documents (i-vi).***

7. Appointments

A. Zoning Board of Adjustment

- i. Jackie Flanagan – **Vote**

1. See attached, [20231005 App ZBA-Flanagan](#)

2. Ms. Flanagan is interested in becoming a member of the Zoning Board of Adjustment. A full appointment with a term expiring in 2024 is proposed.

3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the October 16, 2023 meeting.

***Make a motion to appoint Jackie Flanagan as a full member of the Zoning Board of Adjustment with a term expiring in 2024.***

8. Staff Report

A. Administrator MacIver



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i. October Work Anniversaries

1. Samuel Surawski • Police Officer • 4 Years

ii. Training Opportunities

1. [November 15-16, 2023 – 82<sup>nd</sup> Annual Conference and Exhibition](#)

- a. The following conference sessions may be of interest to Select Board members:

- i. Electric Vehicle (EV) Economics: Practical Resources to Support EV and EV Charging Projects in NH Communities
- ii. Legislative Update
- iii. Advocating to Policymakers
- iv. Community Power Coalition: Public Power for New Hampshire
- v. Don't Get Shocked: Keeping Ahead of the Transition to Electric Vehicles
- vi. Court Update
- vii. The Sun is Rising for Municipal Solar in NH: New Laws, New Funding, New Assistance
- viii. Right-to-Know Law Update & Hot Topics
- ix. The Challenges of Building Expansions/Renovations for Public Safety Facilities
- x. Community Engagement in Action!
- xi. Ethics & Conflicts of Interest
- xii. Financing Community Revitalization Projects

iii. Additional 2024 Budget Binder Documents

1. See attached, [Police Equipment Capital Reserve Narrative 20231015](#)
2. See attached, [NH Occupational Employment and Wages – Dover-Durham 2023](#)
3. See attached, [2024 Cost of Living Adjustment Data 20231018](#)
  - a. The Advisory Budget Committee will review this data at their 10/31 meeting in order to make a recommendation for the November 6, 2023 Select Board meeting.
4. See attached, [PRIMEX Property and Liability Rates FY25 20231015](#)
5. See attached, [PRIMEX Unemployment Compensation Rates 20231015](#)
6. See attached, [PRIMEX Workers Compensation Rates 20231015](#)
7. See attached, [HealthTrust Medical Insurance Rates FY25 20231015](#)
8. See attached, [HealthTrust Dental Insurance Rates FY25 20231015](#)
9. See attached, [HealthTrust Short Term Disability Insurance Rates FY25 20231015](#)
10. See attached, [HealthTrust Life Insurance Rates FY25 20231015](#)
11. See attached, [HealthTrust Long Term Disability Insurance Rates FY25 20231015](#)

B. Municipal Office Administrator Caudle

9. Old Business

10. New Business



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Office of the Select Board

11. Select Board Member Reports and Concerns
  - A. Select Board Member Hardekopf
  - B. Select Board Member Gibson
  - C. Select Board Member Mannschreck
  - D. Select Board Vice-Chair Saccoccia
  - E. Select Board Chair Cappiello
12. Public Comment (see Visitor Orientation below)
13. Nonpublic Session (if required)
14. Adjournment
  - A. Upcoming Meetings
    - i. November 6, 2023 • November 13, 2023 • November 27, 2023 • December 4, 2023

### **Visitor Orientation to the Select Board Meeting**

Welcome to this evening's Select Board meeting. Please note that the purpose of the meeting is for the Select Board to accomplish its work within the time allotted. View the full Select Board Rules of Procedures at: <http://bit.ly/BarrSBRulesofProcedures>.

#### Meeting Access

- **In-Person**
  - New Town Hall Meeting Room
  - 4 Signature Drive, Barrington, NH 03825
- **Remote Meeting Participation**
  - Video: [barrington.nh.gov/sbmeeting](http://barrington.nh.gov/sbmeeting)
  - Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
    - Conference ID: 193 013 548#

#### Meeting Materials

Additional details regarding each agenda item and all supporting documentation can be found in the Town Administrator Report at [www.barrington.nh.gov/TA20231023](http://www.barrington.nh.gov/TA20231023). Please contact the Town Hall Administrative Office with questions.

#### Public Comment

Meetings are open to the public, but public participation is limited. If you wish to be heard by the Select Board, please note the two Public Comment portions of the meeting to speak to items on a meeting agenda and/or matters pertaining to the business of the Select Board. In addition, public hearings may be scheduled for public comment on specific matters. Speakers must be residents of the Town of Barrington, property owners in the Town of Barrington, and/or designated representatives of recognized civic organizations or businesses located in the Town of Barrington. When they are addressed and permitted to speak by the Chair, speakers first need to recite their name and address for the record. Visitors should address their comments to the Chair and the Select Board as a body and not to any individual member. Each speaker shall be provided with a single opportunity for comment, limited to three (3) minutes. Public Comment shall be limited to fifteen (15) minutes. Visitors should not expect a response to their comments or questions since the Select Board may not have discussed or taken a position on a matter. Public Comment is not a two-way dialogue between speaker(s), Select Board, and/or the Town Administrator. The Chair will preserve strict order and decorum at all Select Board meetings. Obscene, violent, disruptive, disorderly comments, or those likely to induce violence, disruption, or disorder, are not permitted and will not be tolerated. Complaints regarding Town staff should be directed to the Town Administrator.

#### Nonpublic Session

The Select Board may enter one or multiple nonpublic sessions pursuant to RSA 91-A:3, II. The public is not permitted to attend nonpublic sessions and will be asked to leave the meeting space. Nonpublic sessions are allowed for reasons including: Dismissal, promotion, compensation, disciplining, investigation or hiring of a public employee; Matters which would likely adversely affect the reputation of any non-board member; Buying, selling or leasing real or personal property if public discussion would give someone an unfair advantage over the municipality; Lawsuits filed or threatened in writing against the municipality, until fully adjudicated or settled; and Preparation for and carrying out of emergency functions related to terrorism.

#### Special Accommodations



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The Town of Barrington requires 48 hours' notice if the meeting must be modified for your participation or if special communication aides are needed. Please submit requests to the Select Board Office or call 603-664-9007.